



Miami-Dade County, Florida
Management Trainee Program 2004/05
Application Cover Form

Please provide the following information, on this form, along with the required documents as detailed below.

Name: _____ Date: _____

Current Address: _____ Permanent Address: _____

Telephone: _____ Telephone: _____

E-mail: _____ E-mail: _____

Graduate Institution: _____

Degree Sought: _____

Graduation Date: _____

Each applicant must submit a package containing the following:

- ☐ Application Cover Form. Cover Form may be obtained from the County Website, www.miamidade.gov/manager.
- ☐ Four (4) copies of complete resume
- ☐ Four (4) official copies each of all graduate and undergraduate transcripts or degrees, subject to verification.
- ☐ Four (4) copies each of three (3) letters of recommendation (one must be from a faculty advisor).
- ☐ Four (4) copies of an essay, no more than one (1) typewritten page in length, describing why the applicant is interested in this position and how they plan to approach the year.
- ☐ Four (4) copies of a previously graded graduate school term paper
- ☐ Four (4) copies of a position paper, no more than three (3) typewritten pages in length, in response to the following topic:

“In the post-911 era, local governments have shifted additional resources to disaster preparation. Beyond the most obvious preparations a community must make with regard to police and fire readiness, what other preparations should public administrators consider? What public policy implications result from the shift in resources?”

Official transcripts and letters of reference must be included in the application package, not sent directly to the Program Coordinator. Packages must contain the application cover form and four (4) copies of all other required elements. All complete application packages must be received by the submittal deadline: **Friday, April 2, 2004.**

All completed packages should be sent directly to:

Margarita Fernandez, Program Coordinator
County Manager's Office
111 N.W. 1st Street, Suite 2910
Miami, Florida 33128
(305) 375-3008